

TRANSFER REQUEST FORM (STANDARD)

This Transfer request form is to be used when **BOTH PARTIES ARE PRESENT** (Transferor/Transferee) during the time of notarization. Below is a list of requirements needed to complete the State Lease transfer.

- Completed *Transfer Request Form*
- Signatures of both parties (Transferor and Transferee).
- Original notarized copy of *Transfer Request Form*

*Note: The ten dollar (\$10) processing fee may be waived by providing copy of the **Bill of Sale***

I, _____ hereinafter called the “**Transferor**”, being current lessee of

State Lease # _____, wish to transfer my State Lease to the following _____

herein after called “**Transferee**” on this day _____ of _____ year of _____

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Transferor/Current Lessee:

- Name: _____
- Address: _____

- Phone: _____

Signature: Transferor Date

Transferee:

- Name: _____
- Address: _____

- Phone: _____

Signature: Transferee Date

Signature: Notary Date